

# INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

## 2008-2009 COMPLIANCE AND ON-SITE MONITORING REPORT FOR: **Educate Online**

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE <i>*Probation/Corrective Action</i>	
Tutor Qualifications		Lesson matches original description	3 <i>Meets Standards</i>	Criminal Background Checks	<i>*In compliance</i>
Recruiting Materials		Instruction is clear	3 <i>Meets Standards</i>	Health/safety laws & regulations	
Academic Program		Time on task is appropriate	3 <i>Meets Standards</i>	Financial viability	
Progress Reporting		Instructor is appropriately knowledgeable	3 <i>Meets Standards</i>		
Assessment and Individual Program Design		Student/instructor ratio: 3-2:1	3 <i>Meets Standards</i>		

*(As per the on-site monitoring rubric instructions, while monitoring/ observation of SES providers is completed annually, document and compliance analysis is completed every two years. Since Educate Online's document and compliance analysis was completed during the 2007-2008 school year, only an observation was completed for the 2008-2009 school year. In addition, since this provider was placed on probation/corrective action for criminal history check violations, background checks were also reviewed).*

NOTE: Providers placed on probation remain on probation for two years (provided the corrective action plan for probation has been met during the first year of probation). Educate Online began its probation in the 2008-2009 school year. Educate Online has **met** the terms of its corrective action for probation in 2008-2009. Educate Online will now continue into its second year of probation during the 2009-2010 school year. If Educate Online is found to have met the terms of its corrective action plan for probation during the 2009-2010 school year, Educate Online will no longer be on probation after 2009-2010. However, if Educate Online is found to be in violation of its corrective action plan for probation during the 2009-2010 school year, Educate Online will be removed from Indiana's provider list.

## On-site Monitoring Rubric OBSERVATION Components

**NAME OF PROVIDER:** Educate Online

**SITE:** Online

**TUTOR'S INITIALS (ALL TUTORS OBSERVED):** Ms. M

**NUMBER OF LESSONS OBSERVED:** 1

**DATE:** April 29, 2009

**REVIEWER:** S.T.

**TIME OF OBSERVATION:** 4:12 p.m.

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a score of 1-4 points for each component. Providers receiving "1 or 2 points" on any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	1 Below Standard	2 Approaching Standard	3 Meeting Standard	4 Exceeding Standard	REVIEWER COMMENTS
Lesson matches original description in provider application			X		-Reviewer observed one tutor (online) working with two students. Both students worked on math lessons. During the observation, each student completed the independent practice portion of the tutoring session. One student worked on math problems on mixed numbers and fractions and the other student worked on word problems. The tutor checked in with each student as they progressed through their independent practice. Once each student finished their practice exercises, the tutor dedicated more time to working with the students on the questions they answered incorrectly;  -Observed lesson matched description in provider's original application.
Instruction is clear			X		-Tutor often asked students questions to determine their level of understanding before giving them new problems to complete. Students appeared to be clear on what they were to complete during the lesson. Tutor appropriately modified instruction with each student particularly when they provided an incorrect answer. For instance, when one student answered a word problem incorrectly, the tutor provided the student with tips such as isolating key words in the story problem to help determine the math property that would be used to solve the problem and also offered other helpful resources.
Time on task is appropriate			X		-Students completed tasks and responded to tutor's questions in a timely manner. Students appeared to be engaged in their lessons based on their responses to independent practice and other questions the tutor asked them.
Instructor is appropriately knowledgeable			X		-Tutor appeared to be familiar with concepts reviewed during the lessons. Tutor was able to effectively engage students in their lessons by sending encouraging messages via the chat tool bar during the lesson and asking the students about their work at school during the day. The tutor was also able to successfully adjust instruction to meet each student's individual needs and provide additional resources when students had difficulty understanding a math problem.
Student/instructor ratio: 2:1			X		-Application describes ratio as 3-1:1. Ratio observed was 2:1 which is in line with description in original application.

## On-site Monitoring Visit Rubric COMPLIANCE Components

**NAME OF PROVIDER:** Educate Online  
**REVIEWER:** S.T.

**DATE DOCUMENTATION RECEIVED:** May 19, 2009

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	<b>ALL</b> of the following:  -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks	<b>X</b>	